



AUGUST 2004

**UNITED STATES ARMY  
SOLDIER SUPPORT INSTITUTE  
ADJUTANT GENERAL SCHOOL**

**PROCESS SGT/SSG PROMOTIONS**

**Practical Exercise 5**

**(DO NOT WRITE IN THIS BOOKLET)**

## PRACTICAL EXERCISE

**Title** Process SGT/SSG Promotions

**Lesson Number/Title** CAA2A601 version 1 / PROCESS SGT-SSG PROMOTIONS

**Introduction**

**Motivator** **ATTENTION:** As a graduate of Advanced Individual Training you may be assigned as the Battalion Enlisted Promotions Clerk. The Human Resources Sergeant will explain the responsibility of processing SGT/SSG Promotions, and the effect you will have on the Soldiers of the unit.

**MOTIVATION:** Everyone is affected by promotions; during this lesson you will learn the responsibilities to maintain the credibility of the enlisted promotion system. Following the established policies and procedures you will have an important role and impact on the Soldiers of your unit.

**Terminal Learning Objective**

**NOTE:** Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

<b>Action:</b>	Process SGT/SSG Promotion
<b>Conditions:</b>	Given AR 600-8-19, DA Pam 611-21, handout, answer sheet, and standard office supplies.
<b>Standards:</b>	Determined Eligibility for Promotion, Prepared Recommendation for Promotion, Performed Promotion Board Actions, Processed Board Proceedings and Maintained SGT/SSG Promotion Standing List.

**Safety Requirements**

Standard office safety practices are to be observed while working with computers and electrical equipment. No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In event of electrical storms, you will be instructed to power down equipment.

**Risk Assessment Level**

Low

**Environmental Considerations**

None

**Evaluation**

The PE contains 10 multiple choice questions.

**Instructor Material**

AR 600-8-19 and DA Pam 611-21.

**Student Material**

AR 600-8-19, DA Pam 611-21, handout, answer sheet, pencil and paper

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**Instructional  
Lead-In**

Recently you were given blocks of instruction on how to Process Enlisted Advancements and Reductions for PV1 through SPC; today we will begin instruction on how to Process Promotion Board Proceedings.

**Special  
Instructions**

OBJECTIVE: This Practical Exercise is designed to measure your ability to Process Promotion Board Proceedings.

MATERIALS REQUIRED:

AR 600-8-19, DA Pam 611-21, answer sheet, pencil and paper.

INSTRUCTIONS:

- a. Ensure your name, social security number, class number and date are on any scratch paper.
- b. This exercise contains 10 multiple choice questions. Count and check each question now. If you are missing a question or a portion of it is illegible, obtain a new booklet from your instructor. You have 30 minutes to complete this exercise.
- c. All questions have only one answer. Make all responses clear and legible on the answer sheet. Read each question carefully but move on so that all questions may be answered in the time allotted.
- d. All work on this exercise must be your own. You may not communicate with other students, give or receive assistance, make record of your answers anywhere but on your answer sheet, or pass information about this examination to other students. Failure to follow these instructions will result in the appropriate disciplinary action being taken.
- e. Upon completion of this exercise, turn in your booklet, answer sheet and any scratch paper or other issued exercise materials to the Instructor. You will receive further guidance at that time.

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**Procedures**

## PROCESS PROMOTION BOARD PROCEEDINGS

**SITUATION:** You are a Human Resources Specialist and have been given the task to maintain the SGT/SSG Promotion Standing List. Answer the following questions implementing the steps you have learned in this lesson.

1. What ranks are on the Promotion Standing List?
  1. Privates, Specialists, and Sergeants
  2. Specialist, Corporals, and Sergeants
  3. Privates, Corporals, and Staff Sergeants
  4. Specialists, Corporals, and Staff Sergeants
2. Who has the authority to remove a Soldier from the promotion standing list?
  1. BNS1
  2. Board Recorder
  3. Promotion Authority
  4. President of the board
3. What are the two types of promotion point reevaluations?
  1. Official and unofficial
  2. Administrative and total
  3. Adjustment and administrative
  4. Reevaluation and total reevaluation
4. If a Soldier was added to the promotion standing list on the 20<sup>th</sup> of May, when would the Soldier be eligible for promotion?
  1. 1<sup>st</sup> day of May
  2. 1<sup>st</sup> day of July
  3. 1<sup>st</sup> day of August
  4. 1<sup>st</sup> day of September
5. How long will removal board proceedings be retained in the local promotion workcenter?
  1. One year
  2. Two years
  3. Three years
  4. They will not be retained
6. Within how many days must a Soldier be notified of removal actions?
  1. NLT five duty days
  2. NLT seven duty days
  3. NLT fifteen duty days
  4. Soldier will not be notified

7. What organization will input promotion points and maintain the recommend list?
1. Company
  2. Battalion
  3. Brigade
  4. Promotion Workcenter
8. Which of the following is a reason to remove a Soldier from the promotion standing list?
1. Soldier reenlisted
  2. Soldier received an award
  3. Soldier failed a record APFT
  4. Soldier received a security clearance
9. How often does DA publish promotion point cutoff scores?
1. Yearly
  2. Weekly
  3. Monthly
  2. Quarterly
10. A Soldier must increase his/her promotion points by how many points to be considered for an administrative reevaluation?
1. 10
  2. 15
  3. 20
  4. 25